

Utilities Coordinating Working Group Construction Phase Utility Coordination Subcommittee Meeting

(Senate Concurrent Resolution 48)

Tuesday, October 29, 2109

DelDOT Administration Building, 800 Bay Road, Dover, DE
Delaware Conference Room

MEETING MINUTES

Approved 11/12/19

MEMBERS PRESENT:

Bryon Short	Chair, DCA	present
George Zang	Verizon	present
Caroline Trueman	FHWA	present
Eric Cimo	Dept of Transportation Utilities Engineer	present
William Whitaker	Delmarva Power Corporation	present
Alan Marteney	Century Engineering/ACEC-DE	present
Wayne Tyler, Jr.	Artesian Water Company	present
Laszlo Keszler	Delmarva Power Corporation	absent
Rick Kerfoot	Comcast	present
Richard Welsh	Chesapeake Utilities	present
Troy Dickerson	Delaware Electric Cooperative	present
Chris Potter	DPL Transmission	present
John Raudenbush	Verizon	present
Greg Coury	TUI	present
Rep. Ed Osienski	State Representative	present

OTHERS PRESENT: Meaghan Barna (DelDOT), Shante Hastings (DelDOT), Tom Rutherford (DEC), Brad Saborio (DelDOT), Aimee String (DelDOT)

- I. Welcome and Introductions: The meeting was called to order at 11:05 AM by Committee Chair, Bryon Short. The committee members introduced themselves.
- II. Review and Approval of Minutes: The committee reviewed the October 15, 2019 meeting minutes. The minutes were approved unanimously.
- III. Develop Recommendations for Process Improvements:
The committee discussed further identifying high level recommendations to share with the full working group while DelDOT works out specifics on their internal processes. Mr. Short recapped the recommendations that the committee has identified thus far:
 1. Identify joint trenching opportunities

2. Hold field preconstruction meetings
3. Require utilization of an electronic notification system (such as Alden)
4. Further clarify a process for when changes occur
5. Explore opportunities for DelDOT contractors to complete work
6. Offer metrics based incentives
7. Post-analysis of projects – this is an opportunity for the group to debrief and review why deadlines weren't met. This is a critical step for process improvements.

The committee discussed accountability and incentives/disincentives. Mr. Cimo summarized the Georgia model where all entities are held accountable based on schedule/progress. The committee expressed concern committing to something similar to the Georgia model until a firm process is in place.

Mr. Cimo and Mr. Short will work on summarizing the recommendations on behalf of the subcommittee to present at the next meeting.

IV. Action Items/Future Meetings: The subcommittee will meet again on November 12, 2019.

V. Public Comment: There was no public comment.

VI. Adjournment: The meeting adjourned at 11:50 a.m.